

The primary stakeholders in the ROM Library and Archives are ROM staff members and volunteers who are actively engaged in curatorial research on the collections at the ROM.

Secondary users include faculty and university students (principally from the University of Toronto, but not limited to) and visiting scholars from Canada and abroad.

Tertiary users are the public engaged in museum-related research. Such users should endeavor to make an appointment with the Department Head, Archivist, or East Asian Librarian ahead of their visit, and be prepared to provide details regarding their research project. Based on the information provided, the Department Head, Archivist, or East Asian Librarian may grant access privileges at her/his discretion.

The ROM Library and Archives is an affiliated library within the UTL consortia. Consequently, the ROM provides free access to its library resources in exchange for use of the UTL automated library management system and access to UTL collections and resources for ROM researchers (i.e. ROM staff and research associates)

1. Access

ROM Libraries and Archives is open on a by-appointment basis. Faculty and university students, visiting scholars, and the public who are engaged in museum-related research and wish to consult materials in the ROM Library and Archives' collections can book a 45-minute research appointment via our online booking system. The library is open for research appointments **Wednesday to Friday, 10:00am to 4:00pm**. ROM Library and Archives is closed on all public and statutory holidays.

The website to schedule a research appointment is: <https://koalendar.com/e/rom-library-and-archives-research-appointment>

Library visitors are asked to arrive five minutes before their allotted appointment time at the Michael Lee Chin Bloor Street Entrance. Please bring confirmation of your library appointment with you. Upon arrival, please notify a member of staff that you have an appointment at ROM Library and Archives.

Public access to the Bishop White Committee Library of East Asia, including access to library collections in Egyptology and West Asia remains closed. However, researchers may request materials from these collections for consultation during their appointment in the main library reading room.

2. Circulation

2.1 Borrowing Privileges

The ROM libraries are for the most part non-circulating, with some portions of the collections available for borrowing by ROM staff, ROM curatorial sections, ROM graduate students, and DMV docents. Materials pulled for research appointments are for in-house use only. The Archives, Rare Book, Journal, and Pamphlet collections are non-circulating. Borrowing of fragile items is also restricted.

Exceptions may be made only at the discretion of the Department Head or East Asian Librarian.

2.2 Loan periods and Fines

Your status	Loan periods	Renewals	Item limits
ROM Staff	6 months	3 renewals, 6 months each	100
ROM Curatorial Sections	6 months	3 renewals, 6 months each	300
ROM Graduate Students	14 days	3 renewals, 14 days each	100
DMV Docents	14 days	3 renewals, 14 days each	100

Loan periods may be extended at the discretion of the Department Head or East Asian Librarian.

There are no fines for overdue materials taken out by ROM staff. However, if a member of museum staff charges an item to their account and subsequently loses the item, they will be invoiced for the replacement of the item. All fines owing on ROM materials are payable in person at the ROM Library and Archives.

2.3 Retrievals and Stack Access

All items in the stacks of the Richard Wernham & Julia West Library must be retrieved for the general public by library staff. ROM staff have access to the stacks in the Richard Wernham & Julia West Library, Monday-Friday, 10:00am-4:00pm. All library patrons using the stacks in the Richard Wernham & Julia West Library must be shown how to operate the compact storage and be alerted to any Occupational Health and Safety concerns.

Retrieval slips may be used to facilitate retrievals. Retrieval slips are required for Rare Book and Archives retrievals, and must be completed in full, with name and contact information. Registration and ID may be requested for use of rare, special collections, and archival materials.

If a requested item is presently charged to a department section, it can be retrieved with 24 business-hours notice. All retrieved items for Reading Room use will be flagged with the yellow flags housed at the Circulation Desk, identifying it for return to the department upon completion of use.

Some archival materials are held offsite and will require at least 1-week advance notice for retrieval. Patrons should discuss their research needs in advance with the Archivist.

3. University of Toronto UTORid and library cards for ROM staff

Current research and curatorial staff and research associates of the Royal Ontario Museum are eligible for a University of Toronto UTORid to access electronic resources and a TCard, which allows limited stack access and borrowing privileges as a Visiting Faculty Borrower at U of T Libraries. Certain conditions must be met for the Department Head of the ROM Library and Archives to petition UTL Reader Registration for these access privileges:

- The staff member's contract must be for at least six months;
- The staff member must provide written approval from their manager that access to UTL is required as part of their position's duties;
- The staff member agrees to provide personal information to the University of Toronto for the establishing of the UTORid;
- The staff member agrees to abide by all conditions set out by the University of Toronto in exchange for receiving a UTORid and Tcard; and
- The staff member will agree to sign an agreement form outlining in detail the responsibilities of having a UTORid and Tcard

ROM staff eligible for TCards are required to abide by the following UTL user guidelines:

- The TCard provides Robarts Library book stacks access
- Up to 100 loans at a time
- 42-day loan period
- Items can be renewed three times, if the item has not been requested by another patron
- Limited access to My.Access (<https://onsearch.library.utoronto.ca/myaccess-faq>)

All fines incurred at UTL libraries are the sole responsibility of the TCard holder:

- Fines rate is \$0.50 / day per book.
- Fines on Course Reserves books are \$0.50 / hour per book.
- Fines for recalled books are \$2.00 / day per book.

Library privileges are withheld when fines are \$25.00 or more.

See more at: <https://onsearch.library.utoronto.ca/loan-services>

Any problems encountered with your UTORid should be reported to ROM Library and Archives at library@rom.on.ca.

4. Interlibrary Loans

4.1 Borrowing via interlibrary loan

Items may be borrowed from other institutions for ROM curatorial staff, ROM graduate students working with curators, ROM research associates, and ROM managers. ROM staff may place Interlibrary Loan requests by contacting Library staff at ill@rom.on.ca or library@rom.on.ca

University or college faculty and students should place ILL requests through their university or college library. Members of the public are encouraged to place ILL requests through the Toronto Public Library or their local public library system. At the discretion of the Department Head, the ROM Library and Archives may place an ILL request for a member of the public, for a fee of \$25.00, payable up-front.

4.2 Lending to other libraries via interlibrary loan

All circulating collections from the ROM libraries are eligible for loan to external libraries. Non-circulating collections from the ROM libraries, including rare, reference, archives and special collections, pamphlets, periodicals, microform, oversized, and fragile materials are ineligible for loan.

The fee for each item loaned through ILL is \$25.00.

ILL requests for journal articles are subject to a basic \$25.00 fee (up to 30 pages, plus \$0.20 per additional page).

Document Delivery requests for journal articles from UTM and UTSC are subject to a fee of \$5.00 + \$0.05 per page.

ILL material may be renewed up to 3 times, at no charge. All renewals thereafter are subject to a \$25.00 fee.

Lost or unreturned materials will be subject to a minimum \$100.00 fee, or the replacement cost of the book (whichever is greater).

5. Public Service

The ROM Library and Archives is committed to maintaining the highest quality of public service. All visitors will be greeted upon visiting the Libraries and will be required to sign-in.

University of Toronto visitors may be distinguished in the sign-in book from other external visitors for statistical reporting purposes.

ROM Library and Archives staff endeavours to answer all emails and phone calls within 24 business hours of receipt. If unable to respond immediately, an alternate time will be communicated to the inquirer or library patron.

6. Relevant Policy and Management Practices

The ROM addresses many of the above issues in several of its Board policies including:

- Collections policy
- Copyright policy
- Curatorial research policy
- Emergency & disaster recovery planning policy
- Information management & library policy
- Public access
- Risk Management policy

Board policies are available at <https://www.rom.on.ca/en/about-us/reports-policies-public-disclosures/board-policy-0>

Please also see the following Library and Archives Management Practices:

- Collections Management
- Gifts-in-Kind

7. Contact Information

Library and Archives
Royal Ontario Museum
100 Queen's Park
Toronto ON M5S 2C6
Attn: Department Head

library@rom.on.ca

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